



Training Course Application

Please complete the following information, detach, and mail or fax to (609) 292-6009

Name: \_\_\_\_\_ Job Title: *(Be Specific)* \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Program/Agency Name: \_\_\_\_\_

Program/Agency Street Address: \_\_\_\_\_

Or Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

COURSE CODES	CSG214	CSG215	CSG217	CSG218
DATE(S)				
	PCM702	EFH713	OST701	

REVISED

Training Schedules and Locations - September/December 2006

HIV Prevention Counseling Course Series

September - Newark Area		October - Trenton		November - Trenton	
9/19/06	- CSG214	10/17/06	- CSG214	11/8/06	- CSG214
9/20/06	- CSG215	10/18/06	- CSG215	11/9/06	- CSG215
9/26,27/06	- CSG217	10/24/06	- CSG217	11/15/06	- CSG217
9/28/06	- CSG218	10/25,26/06	- CSG218	11/16,17/06	- CSG218

Capacity Building Courses

PCM702		EFH713		OST701	
6/28,29,30/06	- Newark Area	7/5,6,7/06	- Ewing	8/4/06	- Newark Area
9/6,7,8/06	- Trenton	10/4,5,6/06	- Ewing	12/1/06	- Trenton
12/5,6,7/06	- Ewing	12/6,7,8/06	- Ewing		

New Jersey Department of Health and Senior Services  
Division of HIV/AIDS Services  
Prevention and Education  
PO Box 363  
Trenton, NJ 08625-0363



Training Announcement  
SEPTEMBER – DECEMBER 2006

Division of HIV/AIDS Services  
Prevention and Education

[www.state.nj.us/health/aids/announce.htm](http://www.state.nj.us/health/aids/announce.htm)



## Registration Information

**Priority will be given to agencies funded by the Division of HIV/AIDS Services (DHAS).** Registration is required for all courses. Registration pre-requisite requirements must be met before registration can be confirmed. Registration and training records are maintained as part of the DHAS' database record. To register for courses, complete, detach, and mail or fax the Training Course Application below to the DHAS Training Registrar at the following address:

**TRAINING REGISTRAR, NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES, DIVISION OF HIV/AIDS SERVICES, PO BOX 363, TRENTON, NJ 08625-0363 - FAX 609-292-6009**

Only individuals with a letter of confirmation of registration from the DHAS will be admitted to classes. Confirmation letters (including directions to training locations, training dates and address) and waiting list letters for all courses will be mailed or faxed 5 to 10 days prior to each course. Applicants on waiting list will be contacted, should an opening occur. Applicants on waiting list during one month will not be automatically registered for subsequent courses. Applicants on waiting list should call the DHAS Training Registrar at (609) 984-6050 to request an application transfer.

### Completion Requirements:

Participants are expected to...

- attend all sessions, from opening to closing, each day;
- participate in all course training activities; and
- complete all required course work as assigned by the course instructor.
- A Certificate of attendance will be awarded upon the satisfactory completion of each course.

## Course Descriptions

### HIV Prevention Counseling Course Series

**COURSES ARE LISTED IN THE STEPS THAT ARE NEEDED FOR PRE-REQUISITES**

**IF YOU MISS ONE CLASS, YOU CANNOT CONTINUE IN THE SERIES**

**STEP 1 - HIV DISEASE: THE BASIC FACTS – CSG214 (ONE-DAY COURSE)** This training course contains a broad range of facts on HIV/AIDS presented in a lecture format. It is designed for participants who have had little or no previous HIV experience and/or HIV education. Information will focus on HIV-related terminology, the impact of HIV in New Jersey, stages of HIV disease, women and pediatric infection, HIV transmission, prevention and risk reduction, and basic testing issues. Also, STD's and Hepatitis will be addressed briefly. A knowledge-based questionnaire with a passing score of 75 or above is required for continuation in the HIV Prevention Counseling Course Series. **(Anyone who has taken an "HIV Basic Facts" training recently and/or medical personnel may be eligible for exemption upon request, contact Registrar)**

**STEP 2 - CLIENT CENTERED COUNSELING (CCC)– CSG215 (ONE-DAY COURSE)** Counseling and communication skills are the focus of this course that is designed to provide basic information for new counselors. Experienced counselors interested in a review of basic skills and concepts are also welcome. Topics include: attending skills, reflective listening, verbal and non-verbal communication, reframing, and counselor parameters. This course will also introduce the basic concepts of the Stages of Behavior Change. **(pre-requisite: BAF101 or Exemption from that class. Appropriate for anyone working with individuals in a counseling setting. Must take this course to continue with the Series)**

**STEP 3 - RISK REDUCTION COUNSELING – CSG217 (TWO-DAY COURSE)** This training course will focus on building the skills necessary to provide effective risk reduction counseling by using case studies, role-plays and demonstrations. Participants will be presented the best approaches to assess client risks and develop appropriate and realistic risk reduction plans that are specific to the client's stage of behavior change. This course will assist Risk Reduction Counselors to identify unique circumstances, triggers, and barriers that affect an individual's ability to reduce risk and give them the skills to reduce their risk for acquiring or transmitting HIV. **(pre-requisite: CCC. This course is specifically designed for counselors assisting clients with HIV prevention and is *optional* for those in other fields of HIV services)**

**STEP 4 - HIV COUNSELING AND TESTING - CSG218 (TWO-DAY COURSE)** The topics of this course include: confidentiality and laws pertaining to HIV, window period for seroconversion, types of testing, informed consent, OraQuick Advance, reporting requirements for HIV/AIDS, disclosure, and partner notification. Through role-plays and case studies, participants will be provided strategies to assist clients in making a decision about HIV testing, give HIV test results clearly and directly, make referrals to prevention services as well as care and treatment of HIV, and elicit partner information for the purposes of partner notification. **(pre-requisite CCC. This course is specifically designed for counselors who will be directly involved in providing actual HIV testing services, providing HIV test results, and discussing options for the notification of sexual and injecting drug partners of HIV-infected individuals or those who supervise these activities. Individuals will be screened for appropriateness)**

## Capacity Building Courses

**COMPREHENSIVE RISK COUNSELING SERVICES (CRCS) – CRC (THREE-DAY COURSE)** This course provides an overview of the basic components of the CRCS process. Based on the Centers for Disease Control and Prevention's (CDC) Guidance, this course will focus on the seven essential components of CRCS. **(Pre-requisites CSG214, CSG215, CSG217. This course is specifically designed for DIVISION OF HIV/AIDS SERVICES GRANTEES WHO ARE FUNDED FOR THIS INTERVENTION ONLY or those who supervise these activities. Individuals will be screened for appropriateness)**

**EFFECTIVE FACILITATION SKILLS FOR HEALTH EDUCATION/RISK REDUCTION - (HE/RR) EFH713 (THREE-DAY COURSE)** This training will assist individuals providing Health Education/Risk Reduction (HE/RR) sessions with strategies to raise comfort levels when presenting in front of a group, direct and redirect groups, resolve problems during presentations, effectively work with other presenters, and work within specified time frames. This training will also focus on defining HE/RR and applying the group-level intervention with a program using the DEBI Interventions. **(Pre-requisites CSG214, CSG215, CSG217)**

**OUTREACH STRATEGIES – OST701 (ONE-DAY COURSE)** This training is designed for outreach personnel, including coordinators and supervisors, in the HIV prevention field. Field Safety Protocol and descriptions of different types of Outreach/Recruitment will be presented. **(Pre-requisites CSG214, CSG215)**

**The HIV Prevention Counseling Course Series is a progressive succession of trainings incorporating more in-depth attention to capacity building. Providers will have the opportunity to send their staff to the most appropriate courses necessary to more effectively perform their job duties.**

### Recommended Audience:

Outreach Workers, HIV Counseling and Testing Coordinators/Counselors, Prevention Case Managers, Health Education/Risk Reduction Counselors, Prevention/Education Program Coordinators, Substance Abuse Counselors, as well as counselors from any agency providing HIV Counseling and/or Testing services